

**APPLICATION – REZONING/TEXT AMENDMENT  
LONG LAKE TOWNSHIP**

OFFICIAL USE ONLY	Date Received
Project Title:	Received by
Case No.	Fee Amount <span style="float:right">Fee Received</span>

**SUBMIT TO:**

**LONG LAKE TOWNSHIP  
PLANNING AND ZONING DEPARTMENT  
8870 NORTH LONG LAKE ROAD  
TRAVERSE CITY, MI 49685  
PHONE 231 946-2249 FAX 231 946-4573**

**Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone ( ) - \_\_\_\_\_ Fax( ) - \_\_\_\_\_ Cell Phone( ) - \_\_\_\_\_

**Property Owner If applicable**

Owner(s): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone ( ) - \_\_\_\_\_ Fax( ) - \_\_\_\_\_ Cell Phone( ) - \_\_\_\_\_

Proof of Ownership:  
 On file with the Township                       New ownership (*attach copy of registered deed*)

**Property Information If applicable**

Property ID: 28-08- - -	Property Address: _____
Current Master Plan Designation	Current Zoning District

**Request *Select one***

<input type="checkbox"/> Zoning Map Change, Proposed Zoning District Designation	For zoning map changes, attach a legal description, back up documentation and justification for request.
<input type="checkbox"/> Zoning Text Change Zoning Section(s) Affected	For zoning text change, attach proposed language and any back up documentation and justification for request.
<input type="checkbox"/> Master Plan Amendment Proposed Master Plan Designation	For master plan amendment, attach a detailed description of the master plan district change proposed, and any related information and justification.

<b>Owner's Signature:</b> _____	<b>Date:</b> _____
(If Applicable)	
<b>Applicant's Signature:</b> _____	<b>Date:</b> _____
(Required)	

# SITE PLAN REVIEW / CONDITIONAL LAND USE APPLICATION

\*\*\*Application is available to be completed electronically at [www.longlaketownship.com](http://www.longlaketownship.com)

Applications will not be accepted unless complete with the following information:

1. Completed Application
2. Detailed Cover Letter
3. Engineered Site Plan meeting the requirements of Section 24.3 of the Zoning Ordinance (Section 24.3 attached)
4. Written approvals (if applicable) from:
  - Soil Erosion (231)995-6042
  - Road Commission/MDOT (231)922-4848
  - Health Department (231)995-6022
5. Fee:
  - Conditional Land Use (Includes Site Plan Review) \$650
  - Conditional Use (includes Site Plan Review) for Change in Use only or Agri-Business, Major Home Occupation, Home Day Care, etc. \$550

Additional Information may be required by the Planner and/or Zoning Administrator

## Meeting Schedule

Submittal Date-Application Due on or by:	Planning Commission Meeting
December 11, 2019	January 22, 2019
January 15, 2019	February 26, 2019
February 12, 2019	March 26, 2019
March 12, 2019	April 23, 2019
April 16, 2019	May 28, 2019
May 14, 2019	June 25, 2019
June 11, 2019	July 23, 2019
July 16, 2019	August 27, 2019
August 13, 2019	September 24, 2019
September 10, 2019	October 22, 2019
October 15, 2019	November 26, 2019
CANCELED	DECEMBER MEETING CANCELED

# SITE PLAN REVIEW / CONDITIONAL LAND USE APPLICATION

## SECTION 24.3 DATA REQUIRED FOR SITE PLANS

Required information or Presentation Standard	Administrative Review	Planning Commission Review
Site Plans shall be drawn at a scale of at least one (1) inch equals one hundred (100) feet and include plan preparation and revision dates, a graphical scale, north arrow, and a location map. The location map shall depict the proposed development site, section lines and numbers, and major roadways within two thousand (2,000) feet of the site.	Required	Required
The applicant's name, address and telephone number, the property owner's name, address and telephone number, if different than that of the applicant, and the site plan preparer's name, address and telephone number, if applicable.	Required	Required
A survey of the property showing property line dimensions and bearings, and easements of record, required setbacks, and a written legal description.	Required	Required
Notation of all federal, state and local permits required.	Required	Required
Bear the seal of the responsible licensed professional engineer, land surveyor, or registered landscape architect prior to issuance of a Land Use Permit	Required	Required
A written statement which describes the characteristics of the development. For residential developments, the project description shall describe the number of dwelling units, bedrooms, carports or garages, and the type and amount of recreational open space. For nonresidential developments, the project description shall describe the intended use, hours of operation, the gross and useable floor areas in square feet, and the number of employees per shift.	Required	Required
A site data chart which compares the existing and proposed improvements to the lot area, setback, height and lot coverage requirements of the zoning district and the off-street parking and landscape requirement calculations	Required	Required
Location of natural features such as, but not limited to, woodlots, streams, floodplains, county drains, lakes, ponds, and existing topography at ten (10) foot intervals within one hundred (100) feet of the site. To the extent that such information departs from that referenced in the Natural Features Inventory, the applicant shall provide supporting information satisfactory to the Planning Commission explaining such departure.		Required
Location and dimensions of existing structures within 100 feet of the site including notation as to which on-site structures will be retained and which will be removed or altered.		Required
Location and dimensions of proposed structures, including building elevations and floor plans		Required
Location and dimensions of existing public right-of-way (including paving material), private roads, or access easements of record		Required

## SITE PLAN REVIEW / CONDITIONAL LAND USE APPLICATION

Required information or Presentation Standard	Administrative Review	Planning Commission Review
Location and dimensions of proposed rights-of-way, acceleration/deceleration lanes, driveways, parking spaces, maneuvering lanes, loading areas, and sidewalks. Proposed traffic control measures and proposed street names shall also be indicated.	Required	Required
Location of existing and proposed utilities, water mains, well, fire hydrants, sewers, septic fields, storm drains, as well as any easements that exist or are proposed to be established for the installation, repair, or maintenance of utilities.		Required
Location and dimension of exterior drains, dry wells, catch basins, retention and/or detention areas, sumps, and other facilities designed to collect, store or transport stormwater or wastewater as well as point of discharge.		Required
Proposed location of signs, trash receptacles, light fixtures, and any other accessory structures and uses.		Required
Typical straight cross-sections including slope, height, and width of any berms and type of ground cover, and height and type of construction of any wall or fence, including footings.		Required
Location, spacing, type and size of proposed plant materials.	Required	Required
Location and specifications for any existing or proposed storage of any chemicals, salts, flammable or hazardous materials as well as any required containment structures or clear zones.		Required

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8870 NORTH LONG LAKE ROAD  
TRAVERSE CITY, MI 49684  
PHONE # 231 946-2249 FAX 231 946-4573**

**You MUST answer all questions and include all attachments as required by the Long Lake Township Zoning Ordinance #109, as amended, or the application will be considered incomplete. Submittal of application is required 45 days prior to the regular meeting date of the Long Lake Township Planning Commission**

<b>A. Applicant &amp; Owner Information</b>	
Owner(s):	Applicant (if different):
Owner's Address:	Applicant's Address:
City:                      State:                      Zip:	City:                      State:                      Zip:
Phone Number                      Fax Number	Phone Number                      Fax Number
Email Address	Email Address

<b>B. Property &amp; Plan Preparer Information</b>	
Property ID: 28-08-   -   -   28-08-   -   - 28-08-   -   -   28-08-   -   -	Property Address:  Proof of ownership (copy(s) attached): <i>select one from pull down list &amp; provide copy of proof</i> _____
Name & Address of professional (engineer, land surveyor, landscape architect) licensed in Michigan who prepared the plan:	
Name:	Firm:
Address:	Phone:                      Fax Number:
City:                      State:                      Zip:	Email Address

# SITE PLAN REVIEW / CONDITIONAL LAND USE APPLICATION

## C. Project Information

Type of use (check all that apply):

- |                                            |                                                      |                                                                |
|--------------------------------------------|------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Commercial        | <input type="checkbox"/> Industrial                  | <input type="checkbox"/> Single Family Residential Development |
| <input type="checkbox"/> Office(s)         | <input type="checkbox"/> Multiple Family Development | <input type="checkbox"/> Utility                               |
| <input type="checkbox"/> Commercial/Retail | <input type="checkbox"/> Condominium                 | <input type="checkbox"/> Other                                 |

Project Description:

Section 24.5 lists the standards for approval of a site plan. Explain below or on an attached sheet how the project meets all standards.

- Arrangement of Structure.** Site Plans shall demonstrate that buildings, parking areas, signs, walls, fences, and the like are designed to minimize adverse affects on development users and the occupants of adjacent properties.
- Natural Features.** Site Plans shall demonstrate that as many natural features as possible have been retained, particularly where such features provide a buffer between adjoining properties or assist in preserving the general appearance of the neighborhood or help control soil erosion or stormwater.
- Vehicular and Pedestrian Traffic.** Site Plans shall fully conform to the driveway and traffic standards of the Michigan Department of Transportation and the Grand Traverse County Road Commission. Further, the Site Plan shall demonstrate that there is proper relationship between existing and proposed roadways, parking areas, and that the safety and convenience of pedestrian and vehicular traffic has been assured. Manufactured housing communities, multifamily developments, shopping centers and/or office parks are not exempt from providing interior roads for vehicular and pedestrian access to abutting properties.
- Public Safety.** Site Plans shall fully conform to the applicable fire safety and emergency vehicle access requirements of the Grand Traverse County Construction Code.
- Drainage.** Site Plans shall fully conform to the Grand Traverse County Drain Commission standards.
- Erosion.** Site Plans shall fully conform to the Grand Traverse County Soil Erosion and Sedimentation Control Ordinance.
- Hazardous Waste Management.** Site Plans shall demonstrate that reasonable precautions will be taken to prevent hazardous materials from entering the environment.
- Public Health.** Site Plans shall fully conform to the requirements of the Michigan Department of Public Health and the Grand Traverse County Health Department.
- Statutory Compliance.** Site Plans shall fully conform to all applicable state and federal statutes.
- Conformance with Township Master Plan.** Site Plans shall fully conform to the land use policies, goals and objectives of the Long Lake Township Master Plan.

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## D. Conditional Land Uses

Is the proposed use a conditional land use?

- Yes → *complete the rest of Section D*  
 No → *skip to Section E*

Are there use specific standards under Article 19 that apply to the use proposed?

- Yes, Section 19. → *explain how the standards are met on attached sheet*

Section 19.1.3 requires the Planning Commission to find that the following general standards are met to approve any conditional use. Explain how the proposal meets these standards (*add additional sheets if necessary*)

- Will be harmonious with and in accordance with the goals, objectives and policies of the Township Master Plan.
- Will be designed, constructed, operated and maintained in harmony with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.
- Will not be hazardous or disturbing to existing or future uses in the same general vicinity and in the community as a whole.
- Will be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, stormwater drainage, refuse disposal, water and sewage facilities and schools or persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately for such services.
- Will not create excessive additional requirements at public cost for facilities and services and will not be detrimental to the economic welfare of the community.
- Will not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excessive production of traffic, noise, vibration, smoke, fumes, glare or odors.
- Will ensure that the environment shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications that result in maximum harmony with adjacent areas.

## E. Required Submittals

Engineered Site Plan - all of the following are required

- Digital version (.pdf) of each page of plan set
- 1 copy attached of full size site plan set
- 3 copies attached of 11" x 17" size plan set

- Signed Escrow Agreement Attached

## F. Required Signatures

I agree the statements made above are true, and if found not to be true, this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided by the Long Lake Township Zoning Ordinance #109, effective August 29, 2010, as amended.

Owner's

Signature: \_\_\_\_\_  
(Required)

Date: \_\_\_\_\_

Applicant's

Signature: \_\_\_\_\_  
(If Applicable)

Date: \_\_\_\_\_

**NOTE:** By signing this application, the property owner agrees to on-site inspections by Long Lake Township Zoning, Planning, or Assessing officials, necessary to ascertain compliance, completion and value of the content of the application.